

25X1

~~S E C R E T~~

13 March 1986

MEMORANDUM FOR: Deputy Director for Administration

FROM: Henry P. Mahoney  
Director of Logistics

25X1

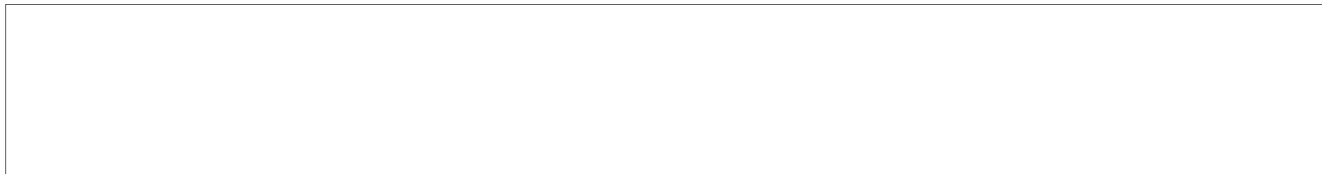
SUBJECT: Report of Significant Logistics Activities for  
the Period Ending 12 March 1986

25X1

1. Events of Major Interest That Have Occurred During the  
Preceding Week:

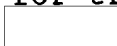
~~S E C R E T~~

25X1



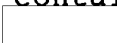
d. OL personnel met with representatives from the Foreign Broadcast Information Service (FBIS), DS&T, regarding the impact of a 40,000-square-foot unclassified printing facility on the FBIS modernization program. Discussions focused on various sites for a proposed printing plant and the best location, in relation to the new FBIS building in the Reston area. Also discussed were communications requirements for transferring printing graphics material between buildings.

25X1



\* e. On 6 March, a 480-page, high-priority counterintelligence job for the DCI was delivered to the Printing and Photography Building to be printed and bound over the weekend for an opening of business, Monday, 10 March delivery. Much handwork, punching, and binding was required to produce and deliver on time 39 copies of the report, each one containing 31 index tabs and three preprinted booklet inserts.

25X1



25X1

25X1

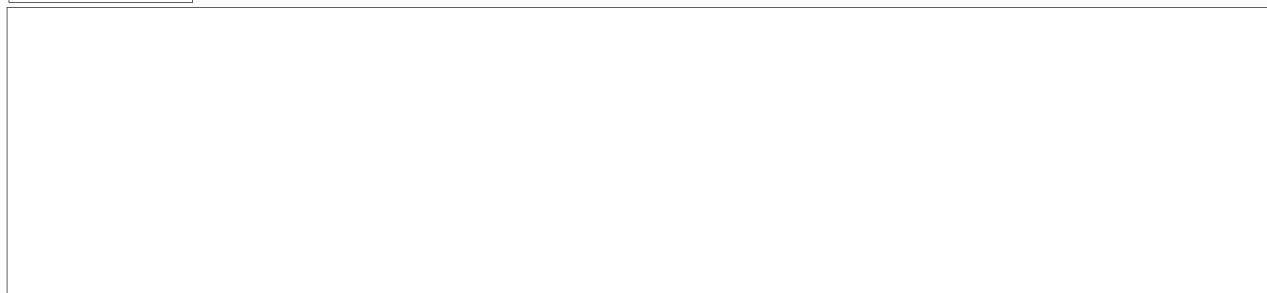
f. The Transportation of Hazardous Materials Course will be held from 17-21 March [redacted] There will be approximately 33 attendees from various components of the Agency. [redacted]

25X1

g. A meeting was held between representatives from GSA and OL on 7 March to discuss specifics of the start-up date for the new [redacted] Annex. A few minor changes are to be made in architecture and engineering requirements for the structure; however, advertising and requests for bids is scheduled for mid-May 1986, with bid opening anticipated for mid-June. Notice to proceed with construction will be issued on 1 July and completion date is targeted for April 1987.

25X1

25X1



25X1

i. On 6 and 7 March, the Deputy Director of Logistics and the Acting Chief of the Procurement Management Staff visited the [redacted]

25X1 [redacted] and presented the Career  
25X1 Intelligence Medal to [redacted] who was Chief, [redacted] before  
25X1 his retirement on 3 March. [redacted]  
25X1 [redacted]

25X1 j. To assist in the concrete pours for the new  
Headquarters Building, Centex, the new building contractor, has  
formally requested that the construction site be open an  
additional hour each weekday with starting time commencing at  
0530 rather than 0630. Although site security resources are  
25X1 sorely strained, this request is being accommodated. [redacted]

25X1 k. OL has received drawings from Dewberry and Davis,  
the Virginia Highway Department's roadway design consultant, on  
the Route 123/193 road improvements project. Several options  
for landscaping, intersection alternatives, berm treatments,  
and signage are depicted in the drawings. This material will  
be used in future briefings to citizens groups, elected  
25X1 officials, and senior Agency managers. [redacted]

25X1 l. OL reports that Eastern Allied Maintenance  
Corporation completed a thermal scan survey of all electrical  
switch gear, motor control centers, and distribution panels in  
the Headquarters compound, including the power plant, Printing  
and Photography Building and the Headquarters Building. The  
thermal scan technique uses an infrared sensing device coupled  
to a Polaroid camera and locates any "hot spots" which, in  
turn, identify components in need of maintenance attention.  
This type of preventive maintenance inspection is conducted  
without taking critical electrical equipment out of service.  
Preliminary results of the survey conducted indicated some  
loose connections or weak breakers in about 15 percent of the  
distribution panels and minor irregular conditions in about  
five percent of the equipment. A formal report of this survey  
25X1 will be provided within three weeks. [redacted]

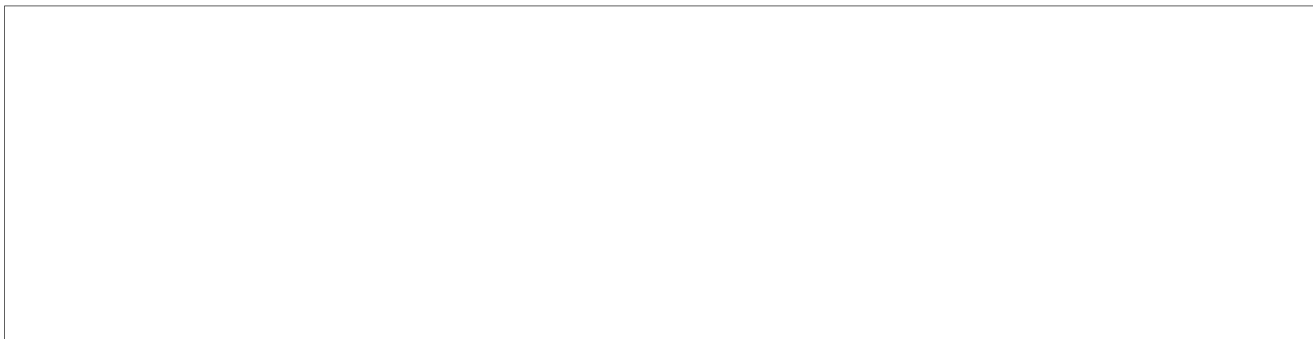
25X1 m. OL's Headquarters Operations, Maintenance and  
Engineering Division has been renamed Facility Management  
Division. [redacted]

25X1 n. The Fine Arts Commission and the Facility  
Management Division are supporting the Office of Medical  
Services/Fitness Staff request to hold an Agency-wide employee  
contest to design a decorative treatment for the walls of the  
Headquarters jogging track. Kits with drawings, samples of  
standard door colors, entry submissions, as well as a proposed  
Headquarters notice are in development. The contest is  
25X1 expected to be conducted during the late spring. [redacted]

*effective?  
HN?*

**Page Denied**

25X1



2. Significant Events Anticipated During the Coming Week:

25X1

25X1

25X1

The Director of Logistics will attend the OL  
Conference for personnel stationed in Europe and the Middle  
East [redacted], beginning 17 March. He will return  
to Washington 21 March. [redacted]



*fm*  
Henry P. Mahoney

WEEKLY REPORT FOR PROCUREMENT DIVISION

FOR PERIOD ENDING 12 MARCH 1986

1. Progress Report of Tasks Assigned by the DCI/DDCI:

No tasks assigned during this reporting period.

2. Items or Events of Major Interest that have Occurred During the Preceding Week:

NO  
25X1 a. A contract settlement working group has been established among audit, payments, and procurement personnel for the purpose of expediting the closing of 1980 and prior year contracts. The working group is made up of representatives of Commercial Systems & Audit Division, Audit & Certification Division, and Procurement Division's Contract Administration & Settlement Branch. [REDACTED]

NO  
25X1 b. The Automated Data Processing and Engineering Branch, Procurement Division, will initiate contract negotiations with Eaton Corporation the week of 17 March 1986 for the workstation support services contract. The support services contract will provide technical services for Agency installed terminals, workstations and printers. The major support areas include installation, maintenance, user training, consulting services and systems engineering and programming support. This contract is the result of a competitive procurement and is estimated at \$23,215,043 over the projected term of the contract. [REDACTED]

NO  
25X1 c. The Automated Data Processing and Engineering Branch, Procurement Division, recently concluded negotiations with the MITRE Corporation. This requirement is in support of the Intelligence Community Staff (ICS) program to develop a specification for the Community Information Retrieval System (CIRS). The objective of the CIRS program is to allow all of the intelligence community access to the broad range of information through two existing intelligence networks. A contract in the amount of \$136,711 is expected to be awarded by 31 March 1986. [REDACTED]

NO  
25X1 d. The Automated Data Processing and Engineering Branch, Procurement Division, recently held an Agency-wide Intergraph users meeting concerning the proposed 1986 consolidated maintenance contract. The Agency currently has eight users and this contractual effort is expected to save the Agency approximately \$203,852 for this fiscal year. Negotiations and award of this contract is expected to be completed by 31 March 1986. [REDACTED]

25X1

S E C R E T

NO  
e. On 5 March 1986, representatives of the Automated Data Processing and Engineering Branch, Procurement Division, met with representatives of Digital Equipment Corporation (DEC) to discuss an unsolicited proposal submitted by DEC. The discussions centered around establishment of an Agency-wide Basic Ordering Agreement for software services. The proposal will be reviewed and a tentative meeting for 7 April with the DEC representatives was set to further discuss this proposal. [REDACTED] 1-A

NO  
g. Production and Services Contracts Branch (P&SCB), Procurement Division, officers met on 06 March 1986 with representatives of the National Photographic Interpretation Center's (NPIC) Office of Map Imagery Branch/Reference Service Division (OMIB/RSD) to discuss the potential for competing a current requirement for movable shelving. The sole source justification originally submitted was found by P&SCB to be insufficient. However, due to budget, schedule, and manpower constraints, OMIB/RSD strongly believes that competition is not viable. OMIB/RSD will therefore thoroughly analyze their requirements and strengthen their sole source justification in anticipation of P&SCB's presenting the case to the Agency Contract Review Board (ACRB) for further consideration. [REDACTED]

25X1

25X1  
25X1

NO 1. Representatives from Procurement Division, OL, and the Office of Personnel met on 10 March with a representative of Moran, Stahl and Boyer for the purpose of reconciling invoices and determining a fixed price for the personal services portion of the 1985 relocation services contract, and negotiating an annual service fee for the 1986 contract. In previous discussions, the contractor had adhered to a 15% discounted rate for the services of individuals working at the Relocation Center. The proposal submitted during this meeting incorporates a 25% discount over the standard commercial rates, for a resulting cost savings of approximately \$17,000 per month over the original proposal for the operation



25X1  
25X1

m. The General Procurement Branch, Procurement Division, has drafted a Request for Proposal (RFP) for carpet tile specifications for the New Building Project Office. The RFP will ask for approximately 84,600 square yards of tile with an option for an increased quantity of 10,000 square yards. The offerors are also being asked to quote on providing a Manufacturer's Technical Service Representative to oversee the actual carpet installation. Funds in the amount of \$2 million have been set aside for this effort.

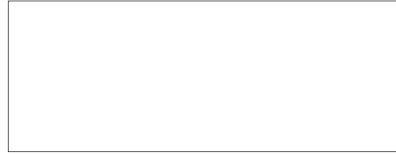
3. Significant Events Anticipated During the Coming Week

25X1

None.

ADMINISTRATIVE - INTERNAL USE ONLY

STAT



PRINTING AND PHOTOGRAPHY DIVISION  
WEEKLY REPORT FOR PERIOD OF  
6 March - 12 March 1986

1-C  
leave  
in  
P&PD

STAT

I. Items or Events of Major Interest that have Occurred  
During the Preceding Week

*NO*  
B. Per the Office of Logistics, Printing and Photography Division's (OL/P&PD) request, a Canon service technician was cleared and badged last week to perform preventive maintenance (PM) on a regular basis, as well as routine service calls on Agency Canon copier equipment in the Headquarters area without requiring an escort. It is anticipated that fewer service calls will be required once a regular PM schedule can be arranged.

*NO*  
C. The Office of Logistics, Printing and Photography Division (OL/P&PD) is continuing to study feasible alternatives for the replacement of the two 25" Miehle Offset presses currently in use at P&PD. Thus far, the study has revealed that the approximate cost of replacement would be in the \$150,000 to \$200,000 range for both presses. P&PD is also looking into the possibility of rebuilding both presses. Last week a technical expert from Machine-O-Graphics Inc. examined the two presses with P&PD representatives. The findings of this examination will determine the feasibility in terms of cost and

ADMINISTRATIVE - INTERNAL USE ONLY

ADMINISTRATIVE - INTERNAL USE ONLY

effectiveness. The estimate requested is expected later this week.

STAT

*NO* E. The Office of Logistics, Printing and Photography Division (OL/P&PD) is in the process of making minor corrections and reprinting of the C.I.A. Factbook of Intelligence.

*NO* \* F. The Office of Logistics, Printing and Photography Division (OL/P&PD) is working on a rush job for the Office of Personnel (OP), which is a reprint of an article that appeared in the February issue of the Washingtonian magazine. The article contained a list of the best employers in the Washington, D.C. area, of which CIA was one.

*Yes* G. The Office of Logistics, Printing and Photography Division (OL/P&PD) representatives met with representatives from Foreign Broadcast Information Service, Directorate of Science and Technology (FBIS/DS&T) regarding the impact of a 40,000 square foot unclassified printing facility on the FBIS Modernization Program. Discussions focused on various sites for a proposed printing plant and the best location, in relation to the new FBIS building in the Reston area. Also discussed were communications requirements for transferring printing graphics material between buildings. *1-D*

*YES* \* H. On ~~Thursday~~, 6 March 1986, a 480-page, high priority counterintelligence job for the Director of Central Intelligence (DCI) was <sup>delivered</sup> brought to the Office of Logistics, Printing and Photography Division (OL/P&PD) to be printed and bound over the weekend for delivery <sup>by Monday morning</sup> on Monday morning. *1-E*  
~~A check copy was sent to the requesting office on Friday for customer verification before printing. The customer's approval was received on Friday afternoon and P&PD produced 39 copies, each having 31 index tabs and three preprinted booklets inserted. Much handwork, punching, and binding was required in order to deliver the job on time.~~ *39 copies of the*

*produce and*

*report, each one containing 31 index tabs and three preprinted booklets inserted.*

ADMINISTRATIVE - INTERNAL USE ONLY

ADMINISTRATIVE - INTERNAL USE ONLY

II. Significant Events Anticipated During the  
Coming Week

10 A. The Chief, P&PD will join other SIS'ers at a  
meeting with the DDA on Thursday, 13 March at 1500 hours.  
DA goals and personnel management policies are expected  
topics for discussion.

STAT



ADMINISTRATIVE - INTERNAL USE ONLY

WEEKLY REPORT FOR SUPPLY DIVISION FOR PERIOD  
ENDING 12 MARCH 1986

1. Progress Report on Tasks Assigned by the DCI/DDCI:

None.

2. Items or Events of Major Interest that have Occurred During the Preceding Week:

25X1

M b. Supply Management Branch (SMB), Supply Division, was informed by the Xerox Sales Representative that his company was sending the State Department 14 modified Xerox 610T Memory Typewriters that were engineered to meet State Department's Tempest specifications. SMB also talked to a COMSEC representative to see if there was any information about a replacement for the IBM Selectric III Typewriter. He stated there were no products on the market at present that would meet our requirements, but he would keep us informed of any new introductions. [redacted]

25X1

N c. Acting Chief, Commodity Section "C", Supply Management Branch, Supply Division, has been informed by Chief, Unit II, [redacted] that the furniture being returned to them from on-loan is usually damaged and needs to be disposed of or placed in repair status. Chief, Building Services Section (BSS), Headquarters Operations, Maintenance and Engineering (HOME), was advised of the magnitude of this problem. C/BSS/HOME and [redacted] have met to discuss methods to remedy the situation. [redacted]

25X1

25X1

25X1

S E C R E T

S E C R E T

25X1

25X1 *for* g. The Transportation of Hazardous Materiels Course will be held from 17-21 March 1986 [redacted] There will be approximately 33 attendees from various components of the Agency. [redacted] 1-F

25X1 *ND* h. On Tuesday, 11 March, the ASAPS Data Base Administrator visted FBIS Logistics Officers to instruct them in setting up their property records on ASAPS. [redacted]

25X1

3. Significant Events Anticipated During the Coming Week:

None.

25X1

[redacted]

S E C R E T

**Page Denied**

Next 3 Page(s) In Document Denied